



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: License Offices

Sub-Section:

TITLE: Closed Branch and Fee Office Reports

CUTOFF: EOSFY in which office closed

DESCRIPTION: Reports detailing final status of branch and fee offices that have been closed. Records include, but are not limited to inventory reconciliations, accident reports, internal audits, bank letters, theft records, notary information and related correspondence.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES: Records imaged and paper destroyed.

DISPOSITION ACTION: Destroy

SERIES: 22367

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Contract Agent Records

CUTOFF: End of contract

DESCRIPTION: Records include, but are not limited to the request for proposal, award letter, signed contract, contract renewals, extensions, breach letters, notice of record retention requirements, complaints and commendations, banking information, background check information, and other general correspondence maintained in the contract agent files.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Records imaged paper destroyed.

DISPOSITION ACTION: Destroy

SERIES: 22338

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Field Memoranda

CUTOFF: WSO

DESCRIPTION: Memorandums distributed to the Field Offices of the Department of Revenue outlining bureau policy, procedures, and special information or instructions.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: Records kept in electronic format

DISPOSITION ACTION: Destroy

SERIES: 22330

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section:

Division: License Offices

Sub-Section:

TITLE: Office Accounting Reports

CUTOFF: EOSFY

DESCRIPTION: Daily listing of transactions processed by central and license offices for money collected and inventory sold. This report includes, but is not limited to accounting reports, inventory reports, transaction listings, local tax reports, resubmittal summary, and license plate tab receipts (Form 984).

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22333

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Surrendered Plate Report

CUTOFF: EOCY

DESCRIPTION: A listing received from license offices of non-expired plates surrendered by a customer for credit, or because they no longer need the plate(s) (Form 1324).

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22337

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012
